SECTION C. PORT OF EMBARKATION (POE) INCLUDING INTRACOUNTRY AIR AND WATER DTS TRANSSHIP PORTS

1. General

a. POES are authorized points where shipments leave a country, either the United States or a foreign country. A POE may be for shipments by either air (APOE) or water (WPOE) .

b. Other ports which process DTS transshipments that do not leave the country (e.g., QUICKTRANS, LOGAIR, or the theater interport portion of an international shipment) follow the same MILSTAMP requirements. For simplicity of explanation, these intracountry DTS transshipments are included with the procedures for POES (and also PODS) .

c. Common-user military water terminals (and military sponsored shipments transshipped through commercial terminals) in CONUS and at selected overseas locations are operated or managed by MTMC. At other locations, the theater commander provides for water port operation. The LOGAIR and QUICKTRANS air systems are managed by ***AFMC*** and NAVSUPSYSCOM respectively. ***AMC*** operates or arranges operation of air terminals serving ***AMC*** channels flown by scheduled ***AMC*** aircraft. Aerial ports that are not operated by ***AMC*** are provided by the branch of Service that operates them or, in the case of the Air Force, by the major command concerned.

d. At CONUS ***AMC*** APOEs, the MATCU works with the APOE to ease completion of the transshipment. The MATCU, an element of MTMC, provides the following services:

(1) Performs necessary coordinating action with ***AMC*** terminal operators to ensure orderly flow of cargo.

(2) Represents the sponsoring Services at the ***AMC*** aerial ports in CONUS.

(3) Changes precedence of movement of specific shipments as requested by sponsoring Services.

- (4). Responds to sponsoring Service requests for assistance in tracing, special handling, or shipment status reports.

(5) Ensures timely processing of unscheduled or frustrated traffic.

(6) Monitors cargo movement through the ports and advises the ACAS of any condition affecting the orderly and expeditious flow of cargo through the aerial ports.

(7) Reports shipment discrepancies to sponsoring Service ACAS and coordinates resolution with the ACA and AMC.

(8) Clears shipments arriving at the APOE without advance TCMD data by coordinating with the appropriate sponsoring Service ACA.

(9) Reports all FMS shipments frustrated by the air terminal to the appropriate ACA for clearance coordination.

(10) Performs, or arranges performance of, inspection and acceptance of vendor supplied materiel at the APOE in accordance with ACA direction.

(11) Arranges for diversion of cargo, including necessary repacking and certification of diverted hazardous materiels, in accordance with ACA directions.

2. Procedures

a. Receiving the shipment

(1) Individual shipments arrive at POES by land, air, or water and are usually accompanied by the appropriate TCMD documentation. This paragraph details receiving procedures for shipments arriving by land (or a non-DTS mode); DTS air and water arrivals are detailed in section D.

(2) The TCMD data for each shipment should have been provialed to the POE through the clearance authority or booking office. This data is used to plan receipt and schedule processing consistent with the TP and RDD. The port uses any available data and the assistance of the. shipper, sponsoring Service, and clearance authority to prepare documents for shipments arriving without TCMDS. The services of the MATCU (paragraph C.1.d.) may also be used. In all cases, the sponsoring Service is notified, by the clearance authority (MTMC area command HQ AMC for CONUS export), of the late or inadequate submission of documentation including . . TCMDs . (TCMD submission standards are detailed in chapter 2, figures 2-B-3 and 2-B-5.)

(3) When a shipment discrepancy (overage, shortage, or damage) is discovered, the POE documents and reports the discrepancy according to the requirements of joint regulation AR 55-38, et al. (reference q). Prior to forwarding damaged shipments, the POE coordinates with the shipper, receiver, and/or sponsoring Service to ensure proper disposition of the materiel. Recoopering, remarking, repacking, and similar services necessary for safe onward movement are provided by the POE. If the shipment was not prepared by the shipper according to military standards (except marking), the POE obtains either a fund citation to correct the deficiency (unless such costs are incorporated in other handling charges) or disposition instructions from the sponsoring Service. The POE reports inadequate shipment preparation according to the requirements of joint regulation DLAR 4140.55, et al. -{reference r) .

(4) The POE completes TCMDS by correcting or entering missing information. TCMDs with estimated entries are corrected by adding actual pieces, weight, and cube. The shipment receipt date (including GMT hour at air terminals) is recorded either on the TCMD or other appropriate receiving document for ready reference. CONUS WOES also enter vehicle identification data on TCMDS (additional DI TVS entries created by the terminal) for multiple vehicle shipments.

(5) By completing receipt data and reporting it to the clearance authority or booking office, the POE clears the advance TCMD expected receipt file. Any shipment not received at (or offered for delivery to) the POE by the end of a specified period following the ETA is also reported to the clearance authority. The late or nonreceipt is reported as follows:

Type of shipment	Report if not received within
Air shipments documented for Expedited Handling	1 day following ETA
All other air shipments	**5** days following ETA
All water shipments	15 days following ETA

(6) Questionable, erroneous, or missing TACS

(a) When the TAC for a shipment unit is questionable, erroneous, or missing, the POE notifies the appropriate sponsoring Service/Agency representative of the error in accordance with local procedures. The sponsoring Service/Agency is determined by the first

position of the TAC for personal property and unit move shipments or the first position of the consignee DoDAAC for all other shipments.

(b) Corrections are provided by the sponsoring Service/ Agency representative within 5 working days of notification. A nonsignificant TAC (_ 000) is assigned in accordance with DoD 4500.32-R, Volume 11. For Navy-sponsored shipments, a nonsignificant TAC is only assigned in accordance with DoD 4500.32-R, Volume II, chapter 7, paragraph A.1.8. (3).

b. Planning for loading

(1) Receipt information and, at WPOEs, advance TCMD data are used for planning the loads to be lifted from POES. In general, shipments are processed on a first-in, first-out basis within the assigned transportation priorities. Priorities may be commingled and processed according to pallet, module, conveyance.

(2) The load planning process is designed to make the most efficient use of space consistent with the safe operation of aircraft and vessels. Preload planning minimizes ground or onberth time. For both air and water, planning considers the capabilities of the conveyance, the weight and dimensions (configuration) of the individual pieces, the perishability of the cargo, and the compatibility of shipments.

(3) The port makes the necessary plans in coordination with the clearance authority/booking office and the carrier.

(a) Air terminals work with the AMC, the ACAs, and the aircraft crew to ensure planning is complete prior to loading.

(b) Water terminals work with MSC, the booking office/ clearance authority, and the representatives (including crew) of the vessel operator. Planning, called prestowage planning, is done for all breakbulk ships whether they are MSC controlled or arranged.

1 The Military activity responsible for the water terminal prepares the prestowage plan when MSC controlled shipping is used. When cargo is to be loaded on an MSC arranged commercial ship, the booking office/OCCA coordinates the preparation and implementation of prestowage plans with the commercial operator. MSC representatives resolve any problems which may arise between the booking office/clearance authority and the commercial operator in preparation of the plans.

2 The ocean terminal or booking office provides the carrier with berth space planning information at least 72 hours (excluding Sundays and holidays) before the ship's onberth date. The planning information provided also includes the specific location, dimensions, and total cube of the available stowage space as provided by the vessel operator. In turn, the commercial operator confirms the hour/day the ship will be available for loading.

c. Loading the shipment. Both aircraft and vessels are loaded according to standard practice for the type of conveyance. To assist in maintaining shipment integrity, multiple piece shipment units are stowed together, i.e., block stowed, when reasonably possible. Any split stowage necessary is documented by use of the TCN split shipment codes as detailed in appendix C, paragraph 11.

d. Preparing shipping documentation

(1) After loading, a final plan showing the location of cargo on the aircraft or ship is prepared.

(a) For air shipments, a load/sequence breakdown worksheet is prepared by the aircraft load planner. The worksheet is used to document the location of cargo/mail/passengers aboard the aircraft and as a supportive document for preparing the DD Form 365-4, Weight and Balance Clearance Form F, or civilian equivalent.

(b) For water shipments, the cargo stowage plan is prepared by the military water terminal operator for breakbulk vessels. Cargo stowage plans need not be prepared by the military when cargo is loaded and discharged at commercial terminals and transported under MSC Shipping Contract/-Shipping Agreement/Container Agreement, berth term tariff, berth term reduced rates, or TGBL SEAVAN arrangements. On a LASH/SEABEE vessel, the last four digits of the barge number are considered a stow location and no internal stowage plans are required for cargo in the barge.

1 The cargo stowage plan includes:

a A graphic representation of the cargo onboard by tonnage (LT and MT), location, and WPOD. Cargo stowed in lower holds is shown in..side view while that stowed on deck and between decks is shown in top view.

b A summary by hatch location of cargo to be discharged at each port.

c A summary and location of heavy lifts.

d The capacity and location of the ship's booms.

e Vessel characteristics.

f Remarks on special items of cargo such as the location and quantity of mail, cargo of unusual value, protected cargo, etc.

2 The plan is used for loading and discharge at each subsequent port. It is a cumulative plan and shows all cargo on board regardless of loading port. When vessels load or discharge at more than one port on a voyage, each terminal prepares and distributes the required number of plans to all subsequent terminals, their representative MSC activities and area commanders, and (for MTMC CONUS ports) the MTMC area command regardless of whether loading and/or discharging is planned at those ports. Complete distribution instructions are detailed in figure 3-C-11.

(2) A manifest listing the cargo loaded on each aircraft or vessel is prepared by the POE or its clearance authority. The information contained on each TCMD provides the basis for preparing the manifest with the terminal operator adding necessary loading detail. The manifest, prepared in TCMD format (either automated or on a DD Form 1384) or in the manifest format (either automated or on a DD Form 1385), is used to verify delivery of cargo, support billing for services, and to justify claims resulting from cargo discrepancies. Manifest documents are unclassified except when the sponsoring Service indicates a need for security classification. When classified, manifests are processed in a manner consistent with DoD 52001-R (reference b) . For water shipments, the cargo traffic message indicates the security requirements.

(a) For air shipments by AMC, LOGAIR, or QUICKTRANS, the air cargo manifest is prepared as detailed in this subparagraph as well as regulations and instructions issued by the air system sponsor. Specific instructions *for* completing document entries on AMC air manifests are detailed in figure 3-C-3.

1 When preparing air manifests, the APOE:

a Completes separate manifests for cargo and mai 1. Each manifest prepared is assigned a separate air cargo manifest reference code as detailed in appendix F1.

b Groups palletized (463L aircraft pallets) shipment unit data under a separate pallet header within each manifest.

c Arranges nonpalletized (463L aircraft pallets) shipment unit data in TCN sequence within each manifest.

d Lists palletized (463L) shipment unit data first when the total aircraft load consists of both palletized and nonpalletized cargo on a single manifest reference number.

e Ensures punch cards (for automated processing) are sorted and secured into the same order as the manifest they accompany.

f Prepares a manifest correction (automated record or manual DD Form 1384/DD Form 1385) upon discovery of a significant error (e.g., incorrect pieces, weight, or cube) . The corrected manifest punch cards with a "12 zone" overpunch in the priority field (rp 53) or a copy of the corrected manifest page(s) prominently marked "Corrected Manifest" are promptly forwarded to the destination air terminal (APOD).

2 The APOE distributes the manifest to ensure its receipt by the time of aircraft arrival. A copy of the manifest is sent with the aircraft whenever feasible and also transmitted to the APOD when communications facilities permit timely transmission and receipt. In addition, the APOE sends a copy of the manifest or other similar lift data to the ACA.

(b) For water shipments in the DTS, a manifest complete with a variety of related documents is prepared by the ocean manifesting activity and/or the loading terminal. These manifest documents include the actual manifest, manifest recapitulation, manifest summary, and the cargo traffic message. In addition, a bill of lading is prepared when DoD cargo is transported by common carrier ocean service and not arranged under a MSC Shipping Contract, Shipping Agreement, or Container Agreement.

1 The ocean cargo manifest is prepared by the WPOE or, in CONUS, by MTMC. A manifest is prepared for each WPOD and segregated according to the type of vessel or loading method. In addition, hazardous materiels and dunnage/lashing gear are listed separately. These segments are described below. Complete instructions for preparing the ocean cargo manifest are provided in figure 3-C-5 with distribution outlined in subparagraph f below and detailed in figure 3-C-11.

a A breakbulk vessel manifest is separated by:

(1) Service or Agency (identified by the first position of the ultimate consignee) .

(2) Stowage location by hatch (see appendix F16) .

(3) Consignee (one per page).

b A container (SEAVAN) vessel manifest is separated by:

(1) Service or Agency (identified by the first position of the SEAVAN consignee) .

(2) SEAVAN consignee (one per page).

(3) SEAVAN service code (as explained in appendix C, paragraph 10, TCN position 15 and 16) .

c A LASH/SEABEE vessel manifest is separated by:

(1) Barge number (one per page).

(2) Service or Agency (identified by the first position of the ultimate consignee) .

(3) Consignee (one per page).

d Hazardous Material is listed on a separate page for each WPOD. The listing is prepared by the military terminal operator for cargo transiting military terminals and by the commercial terminal operator for shipments over commercial piers.

(1) In addition to other elements of data required by MILSTAMP, this "Dangerous Cargo List (or manifest)" includes the official number (or IRCS) and nationality of the vessel as provided by the booking office. The manifest is certified as accurate in accordance with the requirements of 49 CFR (reference m).

(2) Inert component parts and, except as detailed in paragraph C.2.d. (2) (b)1d(3) of this chapter, ORM-D materiel

are not included in the hazardous material section of the manifest. Both are manifested as general cargo using the applicable commodity codes.

(3) Consumer Commodities, ORM-D, loaded on to a vessel at a military pier are documented in a separate section of the manifest, unless other materiel in the SEAVAN/MILVAN requires inclusion in the hazardous material section. The ORM-D section of each copy of the manifest placed on the ship is prominently identified on the section cover sheet by the following statement: "ORM-D Hazardous Materials of Various Classes in Small Receptacles, Commodity Code 70D. IMO Competent Authority Certification(s) - USA/Numbers(s) attached."[1]

e. Government-owned dunnage and lashing gear, complete with distribution instructions, are listed on the recapitulation for each POD.

f. The manifesting activity establishes procedures for manifest distribution to support MILSTAMP requirements.

(1) Manifests are normally distributed in automated record format. If lack of facilities for sending and/or receiving manifests in automated record format or other circumstances preclude such transmission, the manifesting activity, clearance authority, and WPOD develop alternative arrangements.

(2) Regardless of the method of transmission, the manifesting activity establishes procedures to ensure the manifest is received by the WPOD as early as possible before the vessel arrives. Manifests for destinations with the shortest sailing times are given priority.

If transit time to the first WPOD is:	The manifest is forwarded within:
7 days or less	72 hours of vessel departure from the WPOE

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1 A copy of each certification is attached immediately behind the section cover sheet. The terminal operator makes provisions for providing the commercial vessel operator with a copy of the certification for SEAVANs/MILVANs loaded over a commercial pier.

8 days or more 5 days of vessel departure from WPOE

If distribution of the manifest is delayed so that it will not arrive before the vessel, the manifesting Agency provides the clearance authority and WPOD (by ETM), the firm date/time the manifest will be transmitted.

(3) To allow a vessel to sail without waiting for complete manifest documents including the Recapitulation and Summary, the WPOE places vessel papers onboard. Vessel papers are used to satisfy port clearance requirements and include TCMD data such as destination, commodity, TCN, pieces, weight, cube, stow location, voyage number, vessel name, and sailing date. A dangerous cargo (hazardous materiels) list is also included when applicable. Neither vessel papers nor cargo manifest documents are placed on board commercial vessels engaged in common carrier trade and loaded at commercial piers.

2 The ocean manifesting activity issues a manifest adjustment whenever an error or omission is discovered in an already dispatched manifest. Changes in vessel data contained in the manifest header and additions of discharge ports are made to all manifest addressees by message instead of complete retransmission of the entire manifest. All other manifest adjustments are made by one of three methods - supplement, deletion, or correction. The type of adjustment is identified in the manifest adjustment header data as explained in paragraph C.2.d. (2) (b)2d. All adjustments are sent as soon as practicable to the same addressees and by the same method as the original manifest. Distribution instructions are detailed in figure 3-C-11 and examples of adjustments are shown in figure 3-C-6.

a Manifest supplements are issued to add to the manifest complete consolidation containers (DI T K or T_L), with the entire contents (DI T_M), as well as individual shipment units not loaded into a consolidation container (DI T_J) . (For adjustments to the contents of consolidation containers see paragraph C.2.d. (2) (b)2c.) The manifest supplement contains all prime and trailer data for the added shipment units or consolidation containers which were lifted, but not manifested. The manifest adjustment header data is prepared as detailed in paragraph C.2.d. (2) (b)2d.

b Manifest deletions are issued to remove from the manifest complete consolidation containers (DI T_K or T_L), including contents (DI T_M), as well as individual shipment units (DI T J) . The manifest deletion contains only the prime data entries for the shipment units or consolidation containers which were manifested, but not lifted.

The entries are identical to those on the original manifest except for a '*zero zone" overpunch in rp 53. On the manual manifest, this "zero zone" overpunch is shown in the TP entry as "/" for TP-1, "S" for TP-2, or "T" for TP-3. The manifest deletion header data is prepared as detailed in paragraph "C.2.d. (2) (b) 2d.

c Manifest corrections are issued to change manifested information about any shipment unit or to add/delete a shipment unit to/from a previously manifested consolidation container. The manifest correction header data is prepared as detailed in paragraph C.2.d. (2) (b) 2d.

(1) For breakbulk shipment units or the prime data on a consolidation container, the correction is r[n]ade by submitting the old manifest data with an "lI-zone" overpunch in rp 53 followed by the new manifest data with a "12-zone" overpunch in rp 53. On the manual manifest, these overpunches are shown as follows: n-zone, "J" for TP-1, "K" for TP-2, "L" for TP-3; 12-zone, "A" for TP-1, "B" for TP-2 , "C" for TP-3.

(2) When correcting information about the contents of a consolidation container, a "dummy" entry is also made for the container itself. In this container "dummy" entry the pieces, weight, and cube (rp 68-80) are left blank and a 12-zone overpunch is entered in rp 53. The change in the content information is then made in the same manner as described in subparagraph (1) above.

d Manifest header data (DI TAJ) is prepared separately for each type of adjustment and for each WPOE/WPOD voyage combination. Multiple adjustments of the same type are grouped under a single header for each WPOE/WPOD voyage combination. The types of adjustment are identified by a letter code in rp 4 followed by the last digit of the calendar year in rp 5 and the three digit day of the year code in rp 6-8. On the manual manifest, this five position identification is included before the voyage number entry in the "Voyage Document Number" block. The following table explains the entry to be made:

Type of adjustment	rp 4	rp 5-8
supplement	s	year/day of year
deletion	D	year/day of year
correction	c	year/day of year

3 The ocean cargo manifest recapitulation is one use of the DD Form 1386. (Its other use, as a summary, is detailed in

paragraph C.2.d. (2) (b) 4.) The recapitulation is a summation of all cargo tonnages loaded on one ship and is prepared for each manifest (including adjustments) .

a For each WPOD, the recapitulation lists:

(1) The consignee Service/Agency.

(2) The number of long tons.

(3) The number of measurement tons.

(4) All heavy lifts (10,000 pounds-or more), if any, including length, width, height, stowage location, and the ability of the ship's gear to discharge the item.

(5) Any mail including its stowage location.

(6) Any Government-owned dunnage and lashing gear, including disposition instructions.

(7) The terms of carriage explained in appendix F15.

(8) The number of SEAVANs/MILVANs grouped by:

(a) Terms of carriage.

(b) Type of SEAVAN.

(c) The Service/Agency of the SEAVAN consignee (i.e., the first position of the SEAVAN ultimate consignee DoDAAC) .

b Whenever SEAVANs/MILVANs are transported in accordance with the MSC Container Agreement and Rate Guide (reference p) the following statement, signed by the designated administering contracting officer representative, is included on the copy of the recapitulation which is furnished to the MSC Area Command:

"This certifies that based on information provided to the (insert identity of the appropriate manifesting activity) by the ocean carrier pursuant to the Military Sealift Command C-ontainer Agreement

and Rate Guide, all containers summarized on the manifest cover sheets were lifted on the vessel shown on the manifest heading."

c. Distribution instructions are detailed in figure 3-C-11 and complete directions for completing the recapitulation are contained in figure 3-C-7.

4. The ocean cargo manifest summary is the second use of the DD Form 1386. (Its other use, as a recapitulation, is detailed in paragraph C.2.d. (2) (b)3.) The summary is a summation by TAC, of all cargo loaded in one ship and is prepared for each manifest (including adjustments).

a. For each Service/Agency responsible for paying transportation charges, i.e., sponsoring Service/Agency, the summary includes the following, separately listed for each WPOD:

(1) A summation of the measurement tons of cargo grouped by TAC, including nonsignificant TACS (see subparagraph (3) below) . Within each TAC grouping, the quantities (MT) are totaled by commodity group (see figure 3-C-8) . Measurement tons are rounded to the nearest whole number; i.e., greater than 0.5 is rounded up, 0.4 or less is omitted.

(2) A separate summary of cargo loaded on deck.

(3) All shipments with nonsignificant TACS (explained in MILSTAMP, Vol II) listed with the valid TACS. Cargo summarized under a nonsignificant TAC, e.g., A000, is detailed on the last page of the summary by listing the related prime TCMD data (including the shipping activity) . The Service finance office or, for the Navy, the NAVMTO representative at MTMCEA or MTMCWA, reconciles the TAC discrepancy.

(4) Whenever SEAVANs/MILVANs are transported in accordance with the MSC Container Agreement and Rate Guide (reference p), the same certification shown in paragraph 3.C.2.d. (2) (b) 3b is included on the summary.

b. Distribution instructions are detailed in figure 3-C-11 and complete directions for completing the Summary are contained in figure 3-C-8.

5 The military activity having jurisdiction over the loading terminal also prepares a cargo traffic message for all manifested shipments. The cargo traffic message is an advance notice that cargo is enroute to a particular WPOD.

a When classified materiel is shipped, the loading terminal prepares a separate cargo traffic message identifying each classified shipment unit, its TCN, container or seal number, stowage location aboard ship, degree of classification, and any additional appropriate instructions. The message is not classified unless required by procedures implemented under DoD 52001-R, (reference b).

b Much of the information included in.the cargo traffic message is provided to the loading terminal by the booking office/clearance authority. The information is supplied in sufficient time to allow inclusion in the message and includes:

(1) The commodities and measurement tons of cargo or, when applicable, the number of **sEAvANs.**

(2) The transshipment port(s).

(3) The ETA at each transshipment port and at the manifested WPOD.

(4) The responsibility for transshipment costs, i.e., carrier or Government.

(5) The name of each on carrying vessel or designation of overland mode if not by ship.

(6) The letters TBN when the name of trans-shipment vessel(s) -is(are) not yet known or designated. When the vessel(s) is (are) identified, or when another vessel is substituted, or when it is determined after shipping that the cargo will be transshipped, the ocean booking agency sends a supplemental message to notify all addressees of the original cargo traffic message.

c After vessel sailing, the loading terminal dispatches the cargo traffic message according to the following schedule:

When the vessel transit time is	The Cargo Traffic Message is dispatched within
0 to **72** hours	24 consecutive hours[2]
3 to 12 days	48 consecutive hours[3]
12 days and over	3 workdays

d Complete instructions for preparing the cargo traffic message and the information the message includes are detailed in figure 3-C-9. Distribution instructions are shown in figure 3–C–11.

e While not part of the cargo traffic message, the loading terminal also provides sailing information to household goods (Code 5) carriers or their agents. The notification is made as soon as possible after vessel departure and prior to vessel arrival at the WPOD. The loading terminal provides the following information:

(1) Sponsoring member's name and grade

(2) Shipment unit TCN

(3) SEAVAN number, if applicable

(4) Vessel name and voyage document number

(5) Sailing date

(6) WPOD

6 A bill of lading (either a GBL or CBL) is prepared to document ocean transportation of DoD cargo by common carrier ocean service which is not arranged and paid for under an MSC Shipping Contract, Shipping Agreement, or Container Agreement.

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2 May be sent by telephone or other means mutually accepted by the POE. _ .

3 When a weekend or nonworkday is involved, the cargo traffic message may be dispatched the next workday if its receipt by the affected ports is assured 3 days prior to the ETA of the vessel.

a The bill of lading is a contract document between the Government and the carrier and provides a means for the carrier to be paid for the service performed while accounting for the cargo shipped.

(1) Ocean transportation by common carrier is normally limited to movement of the cargo from the ocean terminal (or end of the ship's tackle) at the WPOE to the similar point at the WPOD. Movement to the loading terminal or delivery beyond the discharge terminal is usually excluded from the common carrier ocean transportation contract. If the ocean carrier is to perform such additional service, as indicated in the cargo clearance order issued by the booking agency, the activity preparing the bill of lading includes the statement: "Through shipment from (insert origin point) to (insert destination point) by ocean carrier." Stevedoring and terminal services may or may not be included in the ocean freight rate depending on the shipment terms and the custom of the port. Other entries included on the bill of lading are indicated in figure 3-C-10 and subparagraph (2).

(2) For SEAVAN shipments made under the MSC Container Agreement, the MSC Form 4612/1, Clearance/Shipping Order, together with the DD Form 1385, Cargo Manifest, form the contract of carriage and incorporate the provisions of the container agreement. No bill of lading is prepared for such shipments unless part of the movement is arranged or paid for by the Government directly (not by the ocean carrier) . This responsibility for payment is indicated by the SEAVAN service code in position 15 of the SEAVAN TCN (see appendix C, paragraph 10) .

(a) If the origin service code (position 15) is "K," indicating the ocean carrier's responsibility begins at the ocean terminal, the activity responsible for shipping the SEAVAN issues a bill of lading for the inland linehaul or drayage of the SEAVAN. The preparing activity includes in the bill of lading: the SEAVAN TCN (assigned by the clearance authority or booking office), the TCN of each shipment unit in the SEAVAN, and the full van and seal numbers. The bill of lading is distributed as detailed in the DTMR (reference j) or applicable theater directives.

(b) If the origin service code (position 15) is L, M, or 1-9, indicating the inland movement to the WPOE is the responsibility of the ocean carrier, the activity responsible for the SEAVAN does not issue a bill of lading. Instead of a bill of lading, the activity prepares a manual TCMD (DD Form 1384) or (from vendors) similar nonnegotiable document. The document includes the SEAVAN prime data with

seal and van number and is prepared/forwarded as detailed in chapter 2, paragraph B.2g. The activity retains a signed copy to record acceptance by the origin carrier.

(3) Regulations applicable to the use of GBLs, conversion of CBLS to GBLs, and issuance of certificates in lieu of lost GBLs are contained in Title 41 Code of Federal Regulations (reference u), chapter 101-41 and Federal Property Management Regulation 101-41 (reference w).

b When a bill of lading is required, the GBL is the usual document prepared. (The GBL addressed here is for ocean shipments charged directly to the Government by the ocean carrier. Not included in this explanation are shipments arranged by and paid through freight forwarders or any party other than the Government, i.e., shipments arranged with other than an ocean carrier for through movement under a through service tender.)

(1) The activity offering the cargo to the booking office ensures the GBL is prepared. The information included on the GBL is detailed in subparagraphs (2) and (3) below and in figure 3-c-lo . The preparing activity provides the original GBL to the carrier or his agent and annotates all copies (including the original) with the statement "Original furnished ocean carrier." Complete distribution instructions are shown in figure 3-C-13.

(2) When cargo is booked for transportation at the carrier's tariff rate, as used by the general public, the GBL must contain a precise description of each item to ensure application of the correct rate. This detail is also necessary when the rates charged are based on the carrier's tariff, e.g., "Carriers tariff rates less %." In either case, the complete noun nomenclature for each commodity shipped is included on the GBL (or continuation sheet) . MILSTAMP manifests are also prepared and distributed for such shipments, but are not substituted for the required full noun description on the GBL (or continuation sheet) .

(3) When cargo is booked for transportation at MSC negotiated rates (e.g., on the basis of terms in the MSC Shipping Contract, Shipping Agreement, Container Agreement; or other basis not requiring a detailed description of cargo), MILSTAMP manifest data is adequate for movement and payment. In this case, the GBL contains the description of cargo provided by MILSTAMP documents. The MILSTAMP manifest is prepared and a copy of it, identified with the GBL number and cross-referenced on the GBL, may be substituted for the GBL continuation sheet.

(4) The carrier requests payment for transportation services 30 days after the cargo is loaded at the WPOE or when the vessel arrives at the WPOD, whichever is earlier. The carrier uses the SF 1113, Public Voucher for Transportation Charges, for billing and annotates, on its face, either the date that the shipment was loaded at the WPOE or arrived at the WPOD. For payment and accounting control, the carrier complies with any reasonable numbering system established by each involved agency.

(5) When processing GBLs for payment, the Government does not require the carriers to support their billing with a consignee certificate of delivery nor is payment subject to prior receipt of the cargo outturn message or report. However, the Government will not waive the right of preaudit of charges where such action is in the best interest of the Government. GBL shipments are subject to the terms and conditions printed on the reverse side of the GBL and payments may be adjusted when cargo is lost, damaged, or not delivered to the address on the GBL.

c A CBL is prepared when a bill of lading is required and when a GBL is not available, an overseas activity is not authorized to prepare a GBL, or a U.S. flag ship is not available and a foreign carrier refuses to accept a GBL.

(1) The ocean carrier issues the CBL on a basis of either freight prepaid (charges payable upon loading at the WPOE) or freight collect (charges payable upon cargo delivery). In either case, unless the CBL is convertible to a GBL, the ocean charges are earned and payable once the cargo is loaded aboard the vessel. The information included on the CBL is detailed in subparagraphs (2) and (3) below and in figure 3-C-10. Complete distribution instructions are shown in figure 3-c-12. The carrier also endorses all copies of the CBL with the following statement:

"In witness whereof, the master or agent of said vessel has signed (insert number) bills of lading as of this tenure and date, and if one is accomplished the others shall be void."

(2) Unless the CBL is used because a foreign carrier refuses to accept a GBL, the carrier endorses the CBL (original and all copies) with the statement "TO be converted to a Government Bill of Lading." The CBL is then processed as follows:

(a) The carrier forwards the convertible CBL, whether prepaid or collect, to the clearance authority serving the WPOE unless directed otherwise during the booking process.

(b) The clearance authority, in turn, verifies and certifies (on the CBL) the accuracy of the information ensuring it is complete, prepares and distributes MILSTAMP manifest documents, and forwards the CBL to the receiving activity at the WPOD.

(c) The receiving activity at the WPOD prepares the GBL, securely attaching it to the first original CBL, and cross-referencing both to indicate the conversion has been made. After ensuring the rates, terms, and conditions of ocean shipment, shipping order number, and MSC paying command are cited on the GBL; the receiving activity surrenders the unaccomplished original to the ocean carrier (or their agent) . In addition, the WPOD sends one copy of the GBL, with the converted CBL, to the MSC paying command.

(3) When a CBL is used because a foreign carrier refuses to accept a GBL, the shipment is booked on a" freight collect basis if possible. If the foreign carrier desires prepayment of ocean charges, the carrier annotates the CBL with the statement "Shipped on board." Whether collect or prepaid, the carrier prepares the CBL and, as directed by the booking activity, surrenders the CBL to the WPOE shipping activity for distribution. The booking office also instructs the carrier on the procedures for submitting invoices on the freight charges. The CBL is then processed as follows:

(a) The booking office or WPOE receiving the CBL from the carrier verifies and certifies (on the CBL) the accuracy of the information ensuring it is complete, prepares and distributes MILSTAMP manifest documents, and forwards the CBL to the receiving activity at the WPOD.

(b) The receiving activity at the WPOD accomplishes the first original CBL if the shipment is collect or the second original CBL if prepaid. The accomplished CBL is then returned to the carrier or their agent.

(c) The carrier or their agent either itemizes on the CBL any cargo discrepancies or annotates on the CBL that discrepancies exist and will be detailed by the DoD activity preparing the cargo outturn reporting documents.

7 The final manifest document the WPOE prepares is the CORM.

a The WPOE receives the CORM from the WPOD. (The content of the CORM is detailed in paragraph D.2 .b. (1) (b)&.) If the WPOE has not received the CORM within 22 calendar days following the vessel's ETA, the WPOE sends a message to the WPOD requesting the CORN.

b Within 10 days of the date of the CORM, the WPOE reconciles any discrepancies shown then prepares and sends the CORMR to the discharge activity that originated the CORM and to all addressees of the CORM.

c The CORMR contains the following information in the order indicated:

(1) Message subject: CORM REPLY.

(2) Line 1: Ports of loading and discharge in code and clear text; e.g., " lGC MOT BAYONNE JF1 BREMERHAVEN . "

(3) Line 2: Vessel name (s) and voyage number as indicated in the CORM .

(4) Line 3 and as many additional lines as necessary, in columns with the following headings:

(a) ITEM (enter the item number from the CORM) .

(b) TCN (enter the TCN from the CORM)

(c) DISPOSITION (Indicate the status of items reported in the overage or shortage section of the CORM; e.g., "SHIPPED ON VOY A12 66, " "INCLUDED IN MANIFEST SUPP NO 3," etc.) .

(3) The POE also submits intransit data for use in measuring transportation performance in the movement of MI LSTRIP shipments. The responsibilities for intransit data preparation vary at different types of POES . Genera_l requirements are listed below with specific instructions detailed in appendix L.

(a) LOGAIR or other intracountry airlift terminals:

1 Complete intransit data with DI TK4 for shipments received on GBLs for onward movement.

2 Initiate or complete intransit data with DI TK1/TK2, as applicable, for each shipment unit received.

(b) MTMC area commands/WPOEs and HQ AMC:

1 Prepare receipt and lift data with DI TK7 for all shipment units (except mail from postal concentration centers) manifested from CONUS to overseas destinations. Reports on MSC shipments include the date the vessel arrived at the overseas WPOD as determined from the CORM .

2 For materiel received, enter on intransit data formats with DI TK4/TK7 the day the shipment was received or offered for delivery by the carrier, whichever is earlier.

e. Holding, diverting, and tracing shipments are all actions in which the POE may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in appendix M.

(1) The POE may hold and/or diverta shipment at the request of the sponsoring Service or for such reasons as an embargo. The hold is intended to be brief and only long enough for the POE to receive diversion/disposition instructions from the sponsoring Service or clearance authority. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with "555" in the RDD field (rp 54–56) are not held, but processed through the POE in accordance with the transportation priority on the TCMD.

(2) A transportation diversion is limited by cost, but may be a change of mode (e.g., water to air), a change of destination, and/or a change of route.

(a) Once the shipment has left the shipper, the cost of handling normally limits diversion (or hold) authorization. In addition, after leaving the shipper, only complete shipment units are diverted, i.e., individual items are not removed from multiple line shipment units nor is a shipping container removed from a multicontainer shipment unit with one TCN.

(b) After the shipment has reached the POE, a diversion between modes normally occurs only as a result of a change in the urgency

of need. Such a change may result in a planned surface shipment being moved by air and is coordinated by the applicable clearance authority.

(c) A diversion to a different consignee or destination may result from conditions such as:

1 Strikes, national disturbances, or acts of God.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of permanent change of station orders authorizing personal property shipments.

6 Change in the receiving locations for mobile units.

(d) A diversion in the route of a shipment normally occurs within a particular mode (i.e., air or water) and is usually directed and coordinated by the clearance authority or booking office.

(3) Shipment tracing through MILSTAMP allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities the POE may occasionally be asked for shipping data. The POE responds to such requests by providing all available information. The formats used for tracing are detailed in appendix M.

f. After completing a shipment, the POE maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

Air Manifest Header Data Entries

Record Position	DD Form 1385 block	Procedure
1-3	(9)	Enter TAA.
4-8	(1)	Enter carrier abbreviation; e.g. , AMC, LOGA (for LOGAIR) , etc. Precede carrier abbreviations with zeros. On automated formats, the APOD enters hour/day cargo is received in rp 6-8 (appendix F7) .
9-14	(2)	Enter the aircraft tail number.
15-17	--	Enter GMT hour/day code to indicate time/date of flight departure (appendix F7).
18-21	(3)	Enter aircraft model and series number, e.g., 141B, 005B (for A C5), and 0080 (for DC 8).
22-23	--	Leave blank.
24-26	(4)	Enter air terminal code (appendix F4) .
27	--	Mode Code (appendix F13).
28-29	(5)	Enter manifest reference code (appendix F1).
30-44	(6)	Enter in-the-clear destination.
45-47	--	Enter GMT hour/day code (appendix F7) .
48-59	(7)	Enter mission number assigned by aircraft controlling agency in rp 48-56 and enter the julian date of rp 57-59.
60-62	(8a)	Enter air terminal code for manifesting station (appendix F4). APOD enters hour/day cargo received.

Figure 3-C-1

Air Manifest Header Data Entries

63	(8b)	Enter last digit of fiscal year.
64	**(8c)**	Enter type manifest; e.g., "C" for cargo, "M" for mail.
65-69	**(8d)**	Enter last five digits of manifest number, if less than five numbers precede with zeros.
70-75	--	Enter total cargo weight.
76–80	--	Enter total cargo cube.

Figure 3–C–1 (Cont.)

Air Cargo Pallet Header Entries DD Form 1385 or Automated Format

Record Position	DD Form 1385 block	Procedure
1-3	(9)	Enter TAB.
4-5	(10)	The air terminal enters a two digit alphanumeric pallet designator. The letters I and O and the numeral O will not be used in these record positions.
6-8	(11)	Enter GMT hour/day of oldest piece of cargo on the pallet (appendix F7) .
9-12	--	Air terminal enters local bay location. Otherwise leave blank
13-14	--	Leave blank.
15-17	(12)	Enter GMT hour/day code pallet leaves APOE (appendix F7) .
18-19	(13)	Leave blank.
20	(14)	Enter the air dimension code (appendix F3) .
21-23	--	Enter air terminal identifier code (appendix F4) .
24-26	(15)	Enter air terminal identifier code" (appendix F4) .
27	(16)	Enter mode/method for pallet from APOE (appendix F13) .
28-29	--	Enter manifest reference code from manifest header entry.
30-35	(17)	Enter DoDAAC of activity that loaded the pallet if other than air terminal.

Figure 3-c-2

Air Cargo Pallet Header Entries DD Form 1385 or Automated Format

36-39	--	Enter four digit date code (appendix F7) .
40	--	Enter "L" to indicate 463L pallet.
41-43	--	Enter serial number assigned by pallet loading activity other than air terminal.
44-45	--	Enter one of the following: BC for belly cargo LS for loose cargo PC for palletized cargo RS for rolling stock SD for cargo on skid T_ for pallet train (second digit = number of pallets in the train)
46	--	Enter one of the following: G for general cargo M for mixtures of G and S S for cargo requiring special handling U for mail
47-52	(18)	Enter DoDAAC of ultimate consignee. Leave blank if more than one consignee.
53	(19)	Enter highest priority on the pallet.
54		Enter special priority, when applicable, otherwise leave blank: N = NMCS/CASREP G = Green Sheet 9 = 999 F = FSS - Forward Supply System
55-57		Pallet height in inches.
58-60		Center of balance or pallet train.

Figure 3-C-2 (Cont.)

Air Cargo Pallet Header Entries DD Form 1385 or Automated Format

61		Tiedown: C = Chain, S = Straps, N = Net, or M = Mixture.
62-63		Number of equivalent pallet positions with assumed decimal point, e.g., 25 equals 2.5 pallet positions.
64		Overhang direction A, F, or B, or blank.
65		Enter personal property code: B = Personal baggage H = Household goods J = Personal baggage - ITGBL K = Household goods - ITGBL P = Pov T = Household goods
66		Enter protected cargo code (appendix F2) if applicable, otherwise leave blank.
67		Leave blank.
68-71	(24)	Enter total number of pieces on the pallet.
72-76	(25)	Enter total weight of cargo on the pallet.
77-80	(26)	Enter total cube of cargo on the pallet.

Figure 3-C-2 (Cont.)

Prime Data Entries For Shipment Units on Air Manifests

Record Position	DD Form 1385 block	DD Form 1384 block	Procedure
1-3	(9)	1	Enter three digit code as follows: First position: Always "T." Second position: Same as second position of the TCMD. Third position: "A" for a loose shipment and "D" for a shipment loaded on a 463L pallet.
4-5	(lo)	2	Enter pallet number on which shipment is loaded.
6-8			Enter hour/date received (appendix F7) .
9-14	(11)	21	For nonpalletized mail, enter the registry number. For all other shipments, enter the DoDAAC of the consignor.
9-14	(11)	3	For all other shipments, enter the DoDAAC of the consignor.
15-17	(12)	15	Enter GMT hour/day code shipment leaves APOE (appendix F7) .
18-19	(13)	4	Enter air commodity code (appendix F2) .
20	(14)	5	Enter air dimension code (appendix F3).
21-23	--	6	Enter air terminal identifier code (appendix F4) .
24-26	(15)	7	Enter air terminal identifier code (appendix F4) .
27	(16)	8	Enter mode/method code (appendix F13).

Figure 3-C-3

Prime Data Entries For Shipment Units on Air Manifests

28-29	--	9	Enter manifest reference code from manifest header entry.
30-46	(17)	10	Enter TCN from shipment unit TCMD.
47-52	(18)	11	Enter DoDAAC of ultimate consignee.
53	(19)	12	Enter TP from shipment unit TCMD.
54-56	(20)	13	Enter RDD from shipment unit TCMD; if none, leave blank.
57-59	(21)	14	Enter project code from shipment unit TCMD; if none, leave blank.
60-62	(22)	16	Enter hour/day code shipment arrived at APOE (appendix F7) .
63	--	--	For Services internal applications.
64-67	(23)	17	Enter TAC from shipment unit TCMD.
68-71	(24)	22	Enter total number pieces in the shipment unit.
72-76	(25)	23	Enter total weight of the shipment unit.
77-80	(26)	24	Enter total cube of shipment unit.

Figure 3-C-3 (Cont.)

Ocean **Manifest Header Data Entries**

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedure
l-.3	1	--	--	Enter TAJ.
4-8	21	21	(3)	Original manifest, no Government dunnage/ lashing gear used, enter NODUN. Supplemental manifest, enter type of adjustment and date as explained in chapter 3, paragraph C.2. c.d. (2) (b) 2d. For all others, leave blank.
9-11	6	25a	(1)	Enter water port code (appendix F21) . For LASH/ SEABEE shipments, show port that loaded cargo on the barge
12-14	--	--	--	Leave blank.
15-18	15	25d	(2)	Enter four position date (appendix F7) .
19-23	19	25f	(3)	Enter voyage document number (appendix F18) .
24-26	7	26a	(4)	Enter water port code for final WPOD (appendix F21) .
27	20	20	(5)	Enter voyage manifest reference code (appendix F19) .
28-29	--	--	--	Leave blank.

Figure 3-C-4

Ocean Manifest Header Data Entries

30-46	21	25k	(6)	Enter vessel name, if unnamed, enter vessel class and hull number.
47	--	--	--	Leave blank.
48-49	18	25e	(7)	Enter two position code assigned by the OCCA. If a LASH/SEABEE barge is loaded with cargo booked under different terms of carriage, a separate manifest section is prepared for each term of carriage.
50	--	--	--	Enter L for LASH vessels, S for SEABEE vessels, otherwise leave blank.
51	18	25e	(8)	Enter MSC assigned code.
52-59	21	21	(9)	Enter assigned IRCS. For barges without an IRCS, enter the hull number.
60-80	31	31	(9)	Enter additional required data, e.g., actual loading activity if other than the WPOE, transshipping data, etc.

Figure 3-C-4 (Cont.)

Ocean Manifest Data Entries

Record Position	TCMD Manifest DD Form 1384 block	ATCMD as Manifest page DD Form 1384 block	DD Form 1385 block	Procedure
1-3	32	1	(10)	Enter DI code from TCMD, but convert third position as follows : 0=&, l=J, 2=K, 3=L, 4=M, 5=N, 6=0, 7=P, 8=Q, 9=R. For Government-owned dunnage or lashing gear, enter TLJ for prime and TLR for trailer entries (C.2. d. (2) (b)1e) . See special instructions below.
4-19	33-35	--	(11)	Enter prime and trailer data from TCMD.
20-23	36	--	(12)	Enter last four digits of the voyage document number from the manifest header.
24-26	37	--	(13)	Enter code from manifest header.
27	--	--	--	Enter code from manifest header.
28-59	39-43b	--	(14)	Enter prime and trailer TCMD data.
60-63	43c, d	25h	(15)	For prime data entries, enter the vessel stowage location code (appendix F16) . For dunnage/lashing gear see special instructions below. For all others leave blank.

Figure 3-C-5

Ocean Manifest Data Entries

			Special Instructions	
64-80	43e,44	--	**(16)**	Enter prime and trailer TCMD data.
1-3	**32**	--	(10)	Enter TLJ for prime entries and TLR for trailer entries.
59-79	**43-44**	--	**(17)**	Enter clear text disposition instructions. --
80	**44C**	--	--	For trailer entries, enter a sequence number.

Figure 3-C-5 (Cent.)

Instructions for Preparing Manifest Adjustments

Supplement s	DI entry	Record Position 4	Record Position 53	Entry in TP block of DD Form 1384 TP-1 TP-2 TP-3
1. To add shipment unit lifted but not manifested, prepare:				
a. Manifest header:	TAJ		*No* over-punch	No change
b. Shipment unit entries:				
Prime data:	T J		"	"
Trailer data:	T=N-R		"	"
"2. To add consolidated containers and shipment units in containers, prepare:				
a. Manifest header:	TAJ		"	"
b. Container entries:				
Prime data:	T_K/ L		"	"
Trailer entries:	T_R		"	"
c. Shipment unit entries:				
Prime data:	T M		"	"
Trailer entries:	T-N-R		"	"
Deletions				
1. To delete shipment unit manifested but not lifted, prepare:				
a. Manifest header:	TAJ	D	None	None
b. Shipment unit entries:				
Prime data only:	T_J		Zero	/ s T
2. To delete a complete consolidation container manifested but not lifted, prepare:				
a. Manifest header	TAJ	D	None	None
b. Prime container:·	T_K/L		Zero	/ S T
c. Shipment unit entries:				
Prime data only:	T_M		Zero	/ s T
Corrections				
1. To change shipment units not containerized, prepare:				

Figure 3-C-6

Instructions for Preparing Manifest Adjustments

a. Manifest header:	TAJ	C	None	None		
b. To delete old shipment unit:						
Prime data:	T_J		11	J	K	L
Trailer data:	T_N-R		11	J	K	L
2. To change a consolidated container, prepare:						
a. Manifest header:	TAJ	c	None	None		
b. To delete old container						
Prime data:	T_K/L		11	J	K	L
Trailer data:	T_R		11	J	K	L
c. To add new container:						
Prime data:	T_K/L		12	A	B	c
Trailer data:	T R		12	A	B	c
3. To change shipment units in consolidation, prepare:						
a. Manifest header:	TAJ		None	None		
b. Dummy entry:	T_K/L		12	A	B	c
c. To delete old shipment unit :						
Prime data:	T_K/ L		11	J	K	L
Trailer data	T_N-R		11	J	K	L
d. To add new shipment unit:						
Prime data:	T M		12	A	B	c
Trailer data:	T=N-R		12	A	B	c

Figure 3-C-6 (Cont.)

Ocean Cargo Manifest Recapitulation Data Entries

DD Form 1386 block	Procedure
(1)	Enter "X" in recapitulation box.
(2)	Enter "X" in the appropriate box. If the recapitulation is for a manifest adjustment, see special instructions below.
(3)	Enter vessel name. If unnamed, enter vessel class and-hull number.
(4)	Enter two position vessel status/terms of carriage code (appendix F15).
(5)	Enter voyage document number (appendix F18).
(6)	Enter vessel sailing date code (appendix F7) .
(7)	Enter water port code for actual port of loading (appendix F21) .
(8)	Enter the number of heavy lifts (10, 000 pounds or more, other than SEAVANS) .
(9)	Enter the number of pieces, other than SEAVANS, with outsize dimensions (any dimension of 72 inches or more).

For each WPOD list, on separate lines, the data required by paragraph C.2. d. (2) (b)3a as follows:

(lo)	Enter the water port code for the final POD to which the cargo is booked (appendix F21) . If booked for transshipment follow the WPOD with' "BY T/S. "
(11)	Enter abbreviated commodity description (s) (appendix F20) .
(12)	Enter length, width, and height, in inches, of each heavy lift, other than "SEAVANS (indicate L, W, H) .

Figure 3-C-7

Ocean Cargo Manifest Recapitulation Data Entries

(13) Enter "X" if heavy lift can be discharged by vessel's gear; otherwise leave blank.

(14) Enter "X" if heavy lift cannot be discharged by vessel's gear; otherwise leave blank.

(15) Enter "X" if discharge costs are payable by the vessel operator, terms of carriage 2 or 3, otherwise leave blank.

(16) Enter "X" if discharge costs are payable by the Government, terms of carriage 1 or 4, otherwise leave blank.

(17) Enter vessel stowage location code for cargo being described (appendix F16) .

(18) Enter in long tons, the weight of the cargo, other than SEAVANS, being described.

For each WPOD and consignee Service list, on separate lines, the data required by paragraph C.2. d. **(2)** (b)3a as follows:

(19) Enter water port code for the cargo's final WPOD (appendix F21) .

(20) Enter first position of the consignee DoDAAC.

(21) Enter, in long tons **for** each WPOD, the total cargo onboard for each Service/Agency identified in block (20) .

(22) Enter in measurement tons, the total volume of cargo included in block (21) .

If a DD Form 1384 is used, follow the above instructions and include a note to indicate the terms of carriage (appendix F15) .

Figure 3-C–7 (Cent.)

Ocean Cargo Manifest Recapitulation Data Entries

Special Instructions

If the recapitulation is being prepared for a manifest adjustment, the data listed in blocks (10) through (22) is separated as follows:

List exactly as on the original manifest, all items to be deleted, under the heading “Delete.” List all items to be added under the heading “Add.” For original manifest items which must be corrected, include both a delete entry and an add entry.

Figure 3-C-7 (Cont.)

Ocean Cargo Manifest Summary Data Entries

DD Form 1386 block	Procedures
(1)	Enter "X" in the summary box.
(2)	Enter "X" in the appropriate box. If the summary is for a manifest adjustment.[4]
(3)	Enter the vessel name. If unnamed, enter the vessel class and hull number.
(4)	Enter two position vessel statue/terms of carriage code (appendix F15).
(5)	Enter voyage document number (appendix F18) .
(6)	Enter year and day code for vessel sailing date (appendix F7) .
(7)	Enter water port code for actual port of loading (appendix F21) .
(8)	Leave blank.
(9)	Leave blank.

Figure 3-C–8

---

[4] If the summary is being prepared for a manifest adjustment, the data listed in blocks (10) through (17,) is separated as follows: List exactly-as on the original manifest, all items to be deleted under the heading Delete. List all items to be added under the "heading Add . For items on the original manifest that must be changed, include both a delete entry and an add entry.

Ocean Cargo Manifest Summary Data Entries

For each WPOD list, on separate lines for each commodity category and TAC, the information required by paragraph C. 2. d. (2) (b) 4a as follows:

(lo) Enter the water port code for the final WPOD to which the cargo is booked. If booked for transshipment, enter BY T/S after the WPOD (appendix F21) .

(11) Enter the clear text commodity category from the following list:

Category	Code-
Reefer, Chill	100-149
Reefer, Freeze	150-199
Bulk, NOS	200
Asphalt	210
Cement	220
Coal	230
Coke	231
Fertilizer	240
Grain, heavy	250
Grain, light	260
Oils, edible	270
Ore	280
POVS, unboxed (except 310 and 340)	300-359
Ammunition, Explosives, and Hazardous Materials	40X-489
Radioactive devices, materials and waste	490-499
General, NOS (unless listed below)	500-799
Mail (all classes except 612)	610-619
Empty mail sacks	612
POVS, boxed	310 and 340
Baggage, hold	360 and 370
Household goods	390-399
CONEX, empty	690
Empty containers, other than CONEX, SEA-VAN, MILVAN, wood or metal, space required.	691
Empty containers, other than CONEX, SEA-VAN; MILVAN, wood or metal, space available.	692

Figure 3-c-8 (Cent,)

Ocean Cargo Manifest Summary Data Entries

Empty SEAVAN, MILVAN, MSCVAN, space required	693
Empty SEAVAN , MILVAN, MSCVAN, space available	694
Scrap or salvage, space required	727
Scrap or salvage, space available	726
Low value surplus, space required	738
Low value surplus, space available	739
Special, NOS (unless listed below)	800-899
Low value surplus, space required	8.38
Low value surplus, space available	839
Trailers, RORO[5]	
Loaded[6]	
Empty	888
Vehicles, wheeled or tracked, unboxed	
10, 000 pounds or less per unit[7]	
Exceeding 10, 000 per unit[7]	
Aircraft, unboxed	990-999

(12) Leave blank.

Figure 3-C-8 (Cent.)

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5 Applies only to RORO trailers on MSC operated or controlled RORO vessels.

6 Regardless of commodity, all loaded RORO trailers are listed separately. Except for retrograde trailers loaded with empty containers, enter in M/T the overall volume of the entire trailer and its load. To allow for reduced MSC billing rates, the cubic volume of trailers loaded with empty containers is listed separately; i.e., the empty container and the empty trailer.

7 Includes vehicles with commodity codes 813, ‘816, 8“29, **864, 867, 870,** 873, 876, 879, 882, 885, 891, and 894 summarized into the two weight groups shown to support MSC’ s revenue/lift reports.

Ocean Cargo Manifest Summary Data Entries

(13) **Enter** the TACS for each commodity category to be summarized. For each category, a TAC is listed no more than twice, once for under deck cargo stowage and once for cargo stowed on deck.

(14) Enter "X" on the same line as the TAC for any cargo stowed on deck.

(15) Enter the number of pieces of mail or POVS that are summarized for that TAC. For all other cargo leave blank.

(16) Leave blank.

(17) Enter the number of measurement tons rounded to the nearest whole number for each TAC entry.

Figure 3-c-8 (Cont.)

Cargo Traffic Message Data Entries

The following provides details of **the information included in the** CTM.

From: Preparing Activity
To: Addressees (see figure 3-C-11)

SUBJ : MILSTAMP CARGO TRAFFIC MESSAGE

(1) Paragraph 1. Enter vessel identification as follows:
a. Ship prefix (USS, USNS, USCG, SS, MS, etc.) .
b. Ship name and number.
c. Voyage document number (appendix F18) . -
d. Vessel status/terms of carriage code (appendix F15) .
e. IRCS (commercial ships only) .
f. Type of commercial ship (Cl, C2, LASH, RORO, etc.) .

(2) Paragraph 2. Enter movement data for the vessel as follows:
a. Departure port name, in-the-clear.
b. Departure day and hour (zulu date/t ime group) .
c. Next port of call, in-the-clear.
d. Estimated date of arrival, next port of call.
e. Subsequent port of call, in-the-clear.

(3) **Paragraph 3.** Enter operational and handling data as follows:
a. Ship discharge capability (self-sustaining/nonself-sustaining) .
b. Special berthing requirements, if any.
c. Special information for the port area host nation or theater comander (expected arrival draft, overall length, beam, and capacity in M.T., cu. m. (include L/T and M/T in parentheses)) .
d. Enter manifest onboard or manifest forwarded separately by (enter method, e.g., AUTODIN, mail, etc.) .
e. If applicable, enter cargo fort ransshipment at (WPOD) .

(4) **Paragraph 4.** Total cargo loaded in M.T. and cu. m. (include L/T and M/T in parentheses, e.g., (40 L/T, 10 M/T)).

(5) **Paragraph 5. A separate paragraph** for each port of discharge to **include the following subparagraph** as appropriate. Each

Figure 3-C-9

Cargo Traffic Message Data Entries

subparagraph shall identify by columns the number of wheeled and the number of tracked vehicles, M.T., cu. m. and in parentheses L/T and M/T. Stowage location is identified by the first three positions of the stow location code; for LASH/SEABEE barges, the last four positions of the barge number. The Military Service will be identified by the TAC for breakbulk cargo and by the consignee for containerized cargo.

a. Total cargo loaded (mandatory) .
b. Deck load of breakbulk cargo by Military Service, by location, excluding ammunition and explosives.[8]
c. Hatch load of breakbulk cargo by Military Service, by location, excluding ammunition and explosives.[8]
d. Total number of reefer containers for each Military Service.
e. Total number of other containers for each Military Service excluding those in subparagraph f., below.
f. Total number of containers containing ammunition and explosives for each Military Service. Include NEQ, by IMDGC UN class, UN classes to include decimal fraction (1.1, 1.2), IMDGC comparability group code, and stow location (four positions).
g. Description of bulk ammunition and explosives for each Military Service. Include additional data described in subparagraph f., above.
h. Heavy lift cargo exceeding capacity of ships' boom.
i. Protected (except pilferable) and/or classified cargo, number of pieces, stow location, and TCN .
j. For LASH/SEABEE shipments, list each barge by barge number and by Military Service.

Figure 3-C-9 (Cont.)

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[8] Identified by first three positions of the vessel stowage location code; for LASH/SEABEE vessels, use the last four positions of barge number.

Cargo Traffic Message Data Entries

(6) Final paragraph. Transshipment data as required:

a. Port of transshipment in-the-clear.
b. Information specifying responsibility for transshipment.
c. Name of on-carrying vessel. Enter TBN if unknown.
d. Cargo data required by instruction (5) for each port of discharge.
e. For LASH/SEABEE shipments, the port of transshipment is the port of discharge of the vessel. For movement of the barge to an inland port of discharge, indicate towed in lieu of name of on-carrying vessel. Summarize cargo data by barge number and barge port of discharge.

Figure 3-C-9 (Cont.)

Information to be Listed on the Ocean Bill of Lading (GBL or CBL)

The following information is entered on the GBL/CBL whenever used for ocean transportation.

1. Name of ocean carrier, vessel, WPOE, and WPOD.

2. Rates, terms, and conditions of shipment, including responsibility for loading and unloading.

3. Appropriation chargeable.

4. Dollar rate of exchange as of booking date if ocean charges are based on, but not payable in, a foreign currency.

5. Voyage document number and MSC clearance order number.

6. The MSC paying command.

7. Weight and cube of each commodity and measurements of any cargo with any dimensions exceeding 30 feet.

8. SEAVAN TCN and TCN of each shipment unit.

9. Consignee.

10. U.S. Government activity or representative at the WPOD responsible for receiving the cargo and submitting the cargo outturn message and report.

11. Enter, “Unless otherwise indicated, all cargo to be stowed under deck.”

12. Actual or estimated sailing date as appropriate.

Figure 3-C–lo

Distribution of Ocean Cargo Manifest

The following table provides instructions for distribution of ocean cargo distribution, i.e., stow plan, cargo traffic message, manifest, recapitulation and summary. Manifest adjustments are distributed to the same addressees as the original manifest. The GBL and CBL distribution is shown in figure 3-C-13

This figure must be used in conjunction with figure 3-c-12 which explaines the letter codes used the distribution method and remarks columns.

distribution to:	Cargo Stowage Plan No of Copies	Dist Method	Re-marks	Cargo Traffic Message No of Copies	Dist Method	Re-marks	Cargo Manifest and Recapitulate ion No of Copies	Dist Method	Re-marks	Cargo Manifest summa ry No of Copies	Dist Method	Re-marks
For all cargo:												
Commanding Officer or Master of the vessel (Note 1)	3	v	--	- - - -		--	3	v	A, G	--	--	--
Port of debarkation and next port of call	3	x	--	1	E	C,D	6	x	B,C, L	6	M	c
Port of embarkation (POE) for files	1	- - - -		1	E	--	1	H,M	--	1	H or M	--
clearance authority for POD if different than POD	1	M	N	1	E	--	1	x	--	1	M	--
MSC area and subarea Commander for POE (Note 2)	1	x	--	1	E	c	3	x	--	3	x	--
MSC area and subarea Commanders on the vessel itinerary (Note 2)	1	x	--	1	x	D	1	x	B. Z	--	--	
14SC port representatives for ports on vessel itinerary unless same as area and subarea Commander	1	x	--	1	z	--	1	x	B, I	--	--	
Local agent of carrier (unclassified only)	5	x.m	--	--	--	--	5	h.n	--	--	_ _ _ _	
Clearance authority for POE if different than POE	1	M	N	1	x	--	1	M	--	--	--	

Note 1. Neither vessel papers nor cargo manifiest are placed onboard commercial vessels engaged in common carrier trade and loaded at commercial piers.

Note 2. The addresses for usc area and subarea commanders are listed in appendix F16.

Figure 3-C-11

Distribution of Ocean Cargo Manifest

distribution to:	Cargo Stowage Plan. No of Copies	Dist Method	Re-marks	Cargo Traffic Message No of Copies	Dist Method	Re-marks	Cargo Manifest and Recapitulation No of Copies	Dist Method	Re-marks	cargo Manifest summary No of Copies	Dist Method	Re-marks
COMSC (Headquarters)	--	- - - -		--	--	_-	1	x	F	1	x	F
For MSC controlled ships scheduled to transit Hawaii enroute to CONUS . All U.S. ports, including Hawaii, for customs : NAVSEACARCOR Pearl Harbor. HI AUTODIN RIC RUHHLA	_-	-.	--	--	_-		1	E	--	--	- - - -	
For Navy-sponsored cargo exported from CONUS: NAVMTO representative at MTMCEA or MTMCWA	--	--	--			--	1	H	--	--	- - - -	
For Navy-sponsored cargo loaded on per diem ships at overseas terminals: Commanding Officer NAVMTO ATTN : Code 06 Naval station Building z-133-5 Norfolk, VA 23511-5000	--	- - - -		--	--	--	1	M	--	--	- - - -	
For all Marine Corps sponsored shipments: Commanding General MCLB Albany (Code A470) Albany. GA 31704-5000	-.	--	--	--	--	--	1	E.M	K	1	E, M	K
CG, FMF Atlantic U.S. Naval Base Norfolk, VA 23511-5000 {Atlantic Ocean area discharge only)	--	--	--	--	--	--	1	M	--	--	--	--
CG,FMF Pacific FPO San Francisco, CA 96601 (Pacific Ocean area discharge only)	--	- - - -		--	--	--	1	M	--	--	--	--
For All U.S Coast Guard sponsored shipments : Commandant (FA/71) U.S. Coast Guard Washington, DC 20591	- ----		--	- - - -		--	1	M	--	1	M	--

Figure 3-C-11 (cent.)

Distribution of Ocean Cargo Manifest

distribution to:	Cargo Stowage Plan No of Copies	Dist Method	Re-marks	Cargo Traffic Message No of Copies	Dist Method	Re-marks	Cargo Manifest and Recapitulate ion No of Copies	Dist Method	Re-marks	Cargo Manifest Summary No of Copies	Dist Method	Re-marks
For security assistance program cargo: HAAG or Mission in the recipient country	3	x	--	1	E	C,D, E	10	x	B,C	10	M	C
Consignee TAC B address (MAPAD DoD 4000.25-8M) FOr FMS/Grant Aid classified shipments	--	--	--	1	E	--	----		--	--	--	
For vessels from MTMC-EA to MTMC-TTCE terminals: Commander, MTMC-TCCE, Rotterdam, Netherlands ATTN : MTC-TMD-O	--	- - - -		1	E	--	--	--	--	--	--	--
For all shipments of conventional ammunition: HQ AMCCOM Rock Island, IL AUTODIN NIC RUCIHMA ILO RUCIAFP content indicator DKAZ	--	- - - -		--	- - - -		1	E	J	--	-.	-.
Shipment to CONUS port S with indicator codes beginning with 1 or 2: Commander, MTMC-EA ATTN : MTE-ITT Military Ocean Terminal Bayonne, NJ 07002-0001	--	--	--	--	--	--	1	M	M	--	--	
Shipment to CONUS port S with indicator codes beginning with 3 or 4: Commander MTMC-WA ATTN : MTW - I TV Oakland Army Base Oakland, CA 94626-0001	----		--	--	--	--	1	M	--	--		--

Figure 3-C-11 (cent.)

Explanation of Codes for Ocean Cargo Manifest Distribution

a. Method" of distribution

Code	Meaning
E	Electrically transmitted message.
H	Hand delivery.
M	Regular mail.
V	On the ship carrying the cargo.
X	By fastest available means following vessel departure.

b. Remarks

A — Vessel papers may be substituted.

B — When prepared manually, the loading port distributes advance hard copy manifest data. When manifest data are transceiver, the receiver distributes advance hard copy manifest data. For CONUS loadings MTMC distributes hard copy in addition to transceiver manifest data to the overseas Army and Navy activities listed below. Any changes in hard copy requirements will be referred to MTMC.

Army WPOD	Navy WPOD
Bangkok, Thailand	NAVSTA Roosevelt Roads, P.R.
Sattahip, Thailand	NSA Naples, Italy
Vayama, Thailand	NAVSTA Argentia, Newfoundland (hard copy only)
Manila, P.I.	NAVSTA Guantanamo Bay, Cuba (hard copy only)
Inchon, Korea	
Chinhae, Korea	
Pusan, Korea	

C — For WPODs or Agencies listed below, forward by distribution method X, the number of copies indicated.
Chief, MILTAG, Indonesia - 15 copies
JUSMAG, Thailand – 15 copies

Figure 3-C-12

Explanation of Codes for Ocean Cargo Manifest Distribution

MTMC UK Terminal – 3 copies
MAG or Mission in Turkey – 6 copies of recapitulation and 2 copies of the stow plan.

c For all shipments destined to PODS JF_ (Germany) , JG_ (Netherlands) , JH_ (Belgium), and JM_ (Rhine) , forward one additional manifest and cargo traffic message via AUTODIN to HQ, 4th TRANSCOM, Oberursel, Germany //AEUTR-MOV/ /; AUTODIN RIC RUFTACC, content indicator code DKAZ for ocean manifest; RIC RUFTACA for cargo traffic message.

c For all shipments destined to PODS in Turkey, forward 12 copies of the ocean cargo manifest by air mail to the responsible Turkish WCA. Also forward a copy of the manifest by AUTODIN to TUSLOG DET 10 INCIRLIK INSTL TURKY//LGT/ADP// . On all Atlantic, Gulf, or European sailings, manifests will be dispatched NLT 72 hours after vessel departure from last WPOD.

c For all Navy sponsored FMS shipments of arms, ammunition, and explosives, and RUS of inert component parts, send one copy of the manifest to the U.S. Navy International Logistics Control Office, Code 252, 700 Robbins Ave., Philadelphia, PA 19111-5000.

c For cargo consigned to JUSMAG Spain/U.S. Navy resident Officer-in-Charge of Construction, forward one copy by air mail to OINCC, Contracts, Naval Facility Engineering Command, Spain,

c For all export shipments of Navy ammunition containing N, M, P, R, V, or Z as the first digit of the TCN, forward one copy of the manifest to the Ships Parts Control Center, Code 8534, P.O. Box 2020, Mechanicsburg, PA 17055-0788.

c For shipments of Army ammunition to Pacific WPODs, forward one copy of the manifest via AUTODIN to Central Ammunition Management Office – Pacific, ATTN: SARCA-OP, Ft Shafter, HI. AUTODIN RIC RUHHHMK.

Figure 3-c-12 (Cont.)

Explanation of Codes for Ocean Cargo Manifest Distribution

C	For shipments of all ammunition to central European and UK area WPODs, forward a copy of the manifest by AUTODIN to CDR **2** 00TH TAMMC ZWEIBRUECKEN GERMANY/ /AEAGD-MMC-VP// . AUTODIN RIC RUFTFDA .
C	For all shipments destined to Korea, forward a copy of the manifest by AUTODIN to 25th Transportation Group, Korea. AUTODIN RIC RUAGDPA.
D	Send one copy to MTMC Field Office - Pacific (for PACOM loading and discharge).
D	Send one copy to MSC Office Honolulu for cargo destined to consignees in CINCPAC area.
D	For shipments of Army ammunition to Pacific area WPODs, forward a copy of the CTM via AUTODIN to Central Ammunition Management Office - Pacific, Ft. Shafter, HI//SARCA-OP//. AUTODIN RIC RUHHHMK.
D	For shipments of Navy ammunition to Pacific area WPODS, forward one copy by AUTODIN to COMSERVPAC.
E	MAAG copy for shipments to Taipei not required.
F	AUTODIN RIC ***RUEOBED*** and content indicator code DKAZ is used to provide COMSC with ocean cargo manifest data. MTMCEA and MTMCWA transceiver manifest data to COMSC ***by direct line***. Activities without AUTODIN capability forward hard copy manifests to MSC Area Commands, but not to COMSC Headquarters.
G	Provide five copies of the manifest to Masters of USNS and time charter vessels (terms of carriage codes 1 or 8) loading cargo overseas for discharge in CONUS.

Figure 3-C-12 (Cont.)

Explanation of Codes for Ocean Cargo Manifest Distribution

H This distribution is made only if the vessel's remaining itinerary calls for it to call at an MTMC CONUS terminal.

Distribution is made to the responsible MTMC OCCA. Mailing addresses are:

HQ MTMC Eastern Area	HQ MTMC Western Area
ATTN: MTE-ITEB	ATTN: MTW-ITX
Military Ocean Terminal	Oakland Army Base
Bayonne, NJ 07002-5000	Oakland, CA 94626-5000

I For hazardous cargo shipments on MSC controlled ships to WPODs: H (British Isles), J (Northern Europe)', K (Western Mediterranean), and L (Eastern Mediterranean), forward one copy of the complete hazardous cargo portion of the ocean cargo manifest to facilitate overseas port clearance of controlled vessels.

J Forward one copy of the manifest via AUTODIN. Overseas manifesting activities that do not have access to ADP/AUTODIN support should mail a hard **copy** of the manifest to Commander, AMCCOM, ATTN: DRSAR-TM, Rock Island, IL 61299-5000.

K Forward manifest data to Marine Corps Logistics Base, Albany, GA, using AUTODIN RIC: RUCLWAA, content indicator code AKAA. If manifests are normally prepared manually, mail **a** copy of the Marine Corps section as soon as possible.

L When cargo manifest documents cannot be sent to CONUS WPODs by AUTODIN *or* other electronic means; use appropriate mailing address from the following list:

Port	Mailing Address
1B1 - 1D6	Commander Portsmouth Naval Shipyard Portsmouth, NH 03804-5000

Figure 3-c-12 (Cont.)

Explanation of Codes for Ocean Cargo Manifest Distribution

lED	Commanding Officer Naval Air Stat ion Quonset Point, RI 02819-5000
All ports beginning with 1E_, except lED and lEF	Commanding Officer Naval Construction Battalion Center Davisville, RI 02854-5000
1EF	Commanding Officer Naval Supply Depot Newport, RI **02840-5000**
1G5	**Commanding Off** icer **Naval Ammunition** Depot, Earle Colts Neck, NJ 07722-5000
All ports beginning with IF, 1G, 1H, 1J, lK, 1S, 1T, 1U, 1V, and 1W, except 1G5	Commander **Military Ocean Terminal, Bayonne** **MTMC Eastern Area** **Bayonne, NJ 07002-5000**
1L1, 1LA, 1L2, 1L3	Commanding Officer Baltimore Outport MTMC Eastern Area Dundalk Marine Terminal “ Baltimore, MD 21222-5000
All ports beginning with 1M	Freight Terminal Officer ATTN : Code 402 Naval Supply Center Norfolk, VA 23512-5000
1N1 through 1N4	Commanding Officer Military Ocean. Terminal, Sunny Point MTMC Eastern Area Southport, NC 28461-5000

Figure 3-C-12 (Cent.)

Explanation of Codes for Ocean Cargo Manifest Distribution

All ports beginning with 1P, 1Q, and 1R, except lR1, 1R2, 1R3, 1R4, and 1RB	Commanding Officer Charleston Outport MTMC Eastern Area North Charleston, SC 29406-5000
1R1, 1R2, 1R3, 1R4, and 1RB	Commander MTMCEA Cape Canaveral Outport Patrick AFB, FL 32905-5000
2A1 through 2A5, 2B2, 2B4, 2C1, 2C2, 2D1 through 2DA, and 2G1 through 2G3	Commanding Officer Gulf Outport MTMC Eastern Area New Orleans, LA 70140-5000
2B1 , 2B3	Commander MTMC Mobile Detachment Gulf Outport P.O. BOX 2725 Mobile, AL 36652-2725
2E1 through 2F3	Officer-in-Charge Beaumont Detachment, Gulf Outport MTMC Eastern Area P.O. Box 4043 Beaumont, TX 77704-4043
3A1 through 3F3, except 3CD and 3DC	Commanding Officer Military Ocean Terminal Bay Area Oakland Army Base Oakland, CA 94626-5000
3CD	Commanding Officer Naval Weapons Station Concord, CA 94520-5000
3DC	Commanding Officer Naval Air Station Alameda, CA 94501-5000

Figure 3-C-12 (Cent.)

Explanation of Codes for Ocean Cargo Manifest Distribution

3G1 , 3GA	Commanding Officer Naval Construction Battalion Center Port Hueneme, CA 93041-5000
3H series	Commander Southern California Outport Berth 55 San Pedro, CA 90731–5000
3J1, 3JA, 3JB	Commanding Officer Naval Supply Center San Diego, CA 92131-5000
4A1 through 4K1	Commander Pacific Northwest Outport 4735 East Marginal Way South Seattle, WA 98134-5000

M ***For shipments from the Azoresto east coast points, forward a copy of the manifest to COMSCEUR, DOE Complex, Block 1, East Cote Road, Ruislip, Middlesex, HA48BS, England.***

Figure 3–c–12 (cent.)

Distribution of Ocean Bill of Lading

This figure must be used in conjunction with figure 3-c-12 which explains the letter codes used in the distribution method column.

Activity or Agency	Government Bill of Lading copies	Dist Method	commercial Bill of Lading - Collect conversable to GBL Copies	Dist Met hod	Commercial Bill of Lading - Collect nonconvertible to GBL Copies	Di st Method	commercial Bill of Lading - Prepaid nonconvertible to GBL Copies	Dist Method
Receiving activity at POE designated on the Bill of Lading or the consignee	2 memos	X	1st original and 2 memos	X	2d orignial and 2 memos	x	1 st original and 2 memos	X
Ocean carrier	Original and 2 memo	x	Original GEL and 1st original CBL (note 1)	x				
Activity offering the cargo for booking	1 memo signed by carrier' s agent	X	3d original	X	3d original	x	3d original	x
USC paying command (note 2)	3 memos	x	2d original and 1 memo plus 1 GBL with converted CBL	X	1st original and 2 memos	x	2d original and 1 memo	x
Booking office	1 memo	x	1 memo	x	1 memo	x	1 memo	x
MSC port representative unless the same as the MSC paying command (note 2)	1 memo	x	1 memo	X	1 memo	X	1 memo	x

Note 1. Distribution made by the receiving activity at the POD.

Note 2. The addresses for MSC area and subarea commands are listed in appendix F16.

Figure 3-C-13